



POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM

Date: October 2008

No.: NJEIS-07	Subject: Timely Initial Evaluation and Assessment
Effective Date: Immediately	Category: Evaluation/Assessment
Review Date: October 2010	Responsible Party: Part C Coordinator

I. Purpose

To provide timely initial evaluation/assessment for children referred to the New Jersey Early Intervention System (NJEIS).

II. Policy

- A. Initial evaluation/assessment for children and their families shall be conducted in compliance with the provisions of the Individuals with Disabilities Education Act (IDEA), Part C codified at 34 CFR 303.321 N.J.A.C. 8:17-6.3.
- B. Regional System Point of Entry Service Coordination Units (hereinafter "SPOE SCU") must develop procedures for accepting referrals and tracking timelines.
- C. The SPOE SCU must make every effort to locate a Targeted Evaluation Team (TET) provider agency and practitioners to provide evaluation and assessment for children/families referred to the NJEIS within a timely fashion, in compliance with the policies and procedures described herein.

III. Procedure

- A. The Regional SPOE Service Coordination Unit shall complete referral information with the family within two (2) business days of referral.
- B. The SPOE forwards (facsimile, email) the referral information to the designated contact for the Targeted Evaluation Team within one business day after completion of the referral.
- C. Within five (5) business days of receipt of the referral information, TET Coordinator shall make contact with the family, schedule an evaluation, document said information and forward the information to the SPOE Service Coordination Unit. If no contact has

been made with the family within five (5) business days then the TET notifies the SPOE SCU that contact has not been successful.

- D. The SPOE SCU will continue attempts to contact the family. If multiple attempts are unsuccessful, the SPOE SCU must send a letter requesting that the family respond within fifteen (15) business days from the letter sent date or the referral will be closed and a new referral would need to be initiated by the family. All attempts must be documented including key information such as date, time, and means of contact.
- E. If the family does not make contact after the letter is sent and fifteen (15) business days pass, the referral is closed.
- F. On the sixth (6th) business day after the referral was forwarded to the TET, the SPOE SCU contacts the TET regarding the referrals sent in the past five (5) business days. The SPOE SCU obtains a status report on each pending referral and determines next steps.
- G. In the event that the TET can only identify one practitioner to perform the evaluation, the TET may contact the Back-up TET directly to arrange for the second appropriate practitioner. At least one practitioner must be state trained to complete the Batelle Developmental Inventory II (BDI-2).
- H. The TET shall schedule to complete evaluations within twenty-two (22) calendar days of the TET's receipt of the referral information. If the TET cannot meet the twenty-two (22) day deadline, then the TET must notify the SPOE SCU.
- I. In the event the TET has availability on a date beyond the twenty-second (22nd) calendar day, then the SPOE SCU must schedule the Back-up TET for an earlier date or the evaluation remains with the Primary TET if its availability pre-dates the Back-up TET's. SPOE SCU has three (3) business days to schedule the evaluation with the family.
- J. In the event that the evaluation is cancelled for any reason, the TET shall reschedule and conduct the evaluation within the twenty-two (22) days or within an additional seven (7) business days from the date of the cancellation. In the event the TET has availability on a date beyond this timeframe, then the SPOE SCU must schedule the Back-up TET if its availability pre-dates the Primary TET's. The SPOESCU has three business days to schedule the evaluation with the family.
- K. The TET responsible for conducting the initial evaluation has first opportunity to conduct additional assessment prior to the initial IFSP meeting. If the assessment(s) can not be completed timely, the evaluation team must immediately contact the SPOE SCU to work with the other team.
- L. The practitioners from the evaluation team conducting either the initial evaluation or additional assessment must participate in the IFSP meeting.